

COMMISSIONERS APPROVAL

CHILCOTT 

THOMPSON 

LYONS 

PLETTENBERG (Clerk & Recorder)

Date.....January 12, 2007

Members Present.....Commissioner Greg Chilcott,
Commissioner Alan Thompson and Commissioner Howard Lyons

Minutes: Glenda Wiles

The Board continued the planning update with Planning Director Karen Hughes. Karen stated the Planning Board has new rules for the screening process of subdivisions. Minor changes to the by-laws will be needed, and after they are proposed the Commissioners will review and adopt those changes. She noted there are some procedural changes from the state level on minor/subsequent minor and major subdivisions. However, they plan to process the first and subsequent minor subdivisions in the same manner as are other counties. She stated if they begin to see deceptions from the developer in using the minor subdivision when they are continually creating lots, they will change their process of review which will include the history of the plat. She noted some other minor changes in the regulations, which includes weed evaluations and appendixes. Other changes which are not minor include road and pro rata issues. Karen stated she could bring these changes in one public hearing or in phases. The Commissioners stated the changes can be brought together at one public hearing in order to save time and budget.

In regard to the zoning issue, Karen has prepared a draft resolution for the establishment of the Board of Adjustment. A public hearing has been set for February 1st. They are dealing with three voluntary zoning districts, all at different phases of creation. They are working with the County Attorney's Office on the various requests for rezoning from the interim zoning. She stated it appears these requests will need to go through the Board of Adjustments for a variance.

In regard to floodplain administration it was noted the Gary Shook case is going to trial mid-February.

In regard to the legislative update, the planning staff will be looking at land use mapping and *numerous* other issues. They will be tracking many of the legislative bills as they affect the county.

Karen stated they applied for a \$100,000 grant for LIDAR Mapping. She stated Ravalli County has a good chance of obtaining this grant. The grant hearing for Ravalli County is set for January 18th. Karen will write and call the local legislators asking for support. Commissioner Thompson indicated he might be able to attend that meeting in Helena and he will work with the planning staff in regard to the 'talking points' of this grant request.

The Board also addressed the Streamside Setback Ordinance that they have received from the Board of Realtors. Karen stated there is some interest in pursuing this quickly but this is a version of county wide zoning so it is an important step. The Planning Board must weigh in by writing (at a minimum). Then the Commissioners must hold a public hearing with legal notice. Additionally, there needs to be a staff report and analysis of this issue. She stated this is extremely important because they want to make sure this proposal is correct and fits our county. Commissioner Chilcott stated the legislature is gearing up and Senator Rick Laible stated it will help Ravalli County if they have something adopted prior to the State making a decision for the county locally. Karen stated she has reviewed the proposal but there are no maps included so they can not review it correctly. The group is meeting today and hopefully they will have maps that go with the proposal. She stated the document references county policies, which the county does not have. Commissioner Lyons asked if they could adopt this without county wide zoning. Karen stated the zoning needs to be in place due to law.

Commissioner Lyons stated this needs to be adopted by the end of the month. Commissioner Chilcott stated they need to move forward quickly but it needs to be done correctly. Karen asked if the Board wants the Planning Board to weigh in at a properly noticed hearing, and then have the Commissioners weigh in. In order to prepare a staff report they need more than two weeks. Commissioner Chilcott stated a staff report needs to be done. Karen will get back to the Commissioners with a time line on this issue. It was noted that Fish Wildlife and Parks have signed off on this. Floodplain Administrator Laura Hendrix stated she is not aware of any other agency signing off on this Streamside Setback.

The Board thanked Karen for her update.

In other matters the Board met for various administrative matters which are as follows:

The Board addressed the request for final approval of the Skysong Farm Subdivision. This is a nine lot subdivision but the applicant only wants to pay pro rata on five lots. Planning Staff Tristan Riddel stated the condition was to pay pro rata on eight lots and he confirmed this by the meeting minutes. Judith Reynolds, daughter of developer, stated the school district excluded the owner's house on lot 5 because it already existed. In regard to the fire contribution, the fire Department only wanted payment on the five empty lots, not on the existing four houses. Discussion included the impacts on lot creation, the houses that were existing creating no new impacts and the subdivision for lease of rent issue for the existing homes. A letter was received from the Fire Department that they have received contribution for five new lots and an encumbrance has been set on each lot as they are sold with the exception of Lot 5 in regard to the

school district contribution. It was noted the conditions this subdivision was approved for was eight new lots, not five. Commissioner Thompson stated they have historically deviated from those conditions. He asked how they can rectify those conditions for what they have historically done. Commissioner Lyons felt there were only five new lots and the four newly created lots should not be counted. Commissioner Chilcott stated eight lots were subject to the conditions (Lot 5 was exempted as that was the original farm house). Commissioner Chilcott stated if civil counsel was present they might have a 'better handle on this'. He stated the Commissioners need to follow the conditions of the conditional approval. Commissioner Thompson stated they need to follow the conditions which have not been met. Either the applicant needs to meet the conditions or could they amend the conditions? Tristan stated he is not sure they can amend the conditions, and they would need to go back through the process as they are deviating from the original conditions. Judith stated they have no interest in re-submitting this subdivision. Commissioner Thompson stated the consultant should have 'been on top of this issue'. Judith asked what needs to be done. Tristan stated they need to meet the fire contribution for the additional \$500.00 per the remaining four lots, and the notice of the encumbrances of the lots needs to be done on the plat (which the consultant can do easily). After he receives notification that the monies have been given to the Fire Department and the changes have been made on the plat, he will return with a request for final approval.

In regard to the request for final approval for Riverview Orchards, Block 4, Lot 8A, the planning staff recommends final approval. Commissioner Thompson made a motion to grant final approval to Riverview Orchards, Block 4, Lot 8A. Commissioner Lyons seconded the motion and all voted "aye".

Commissioner Thompson made a motion to adopt the minutes of October 2006 and November 2006 with the exclusion of November 20th. Commissioner Lyons seconded the motion and all voted "aye".

The Board held a bid opening for the legal printing/advertising for Ravalli County. (This was continued from Wednesday January 10th.) Only one bid was received from Ravalli Republic with a bid of \$9.00 per 1-100 folio and \$7.00 per the next folio. It was noted this bid was the same as 2006. Commissioner Lyons made a motion to award the legal publishing bid award to the Ravalli Republic for the year 2007. Commissioner Thompson seconded the motion and all voted "aye".

Due to a lack of time, Commissioner Thompson made a motion to continue the administrative issues until 11:30 this date. Commissioner Lyons seconded the motion and all voted "aye".

The Board then met to discuss the board member positions for the Open Lands Board. It was noted this is a 15 member board with requirements for members of the board.

- Four of the fifteen-member board is to be representatives of the following boards: planning, weed, parks and Bitterroot Conservation District. Those recommendations are Phil Connelly for planning, Tim Tackes for weed, Gary Leese for parks and Kent Myers from the Bitterroot Conservation District.

Commissioner Thompson made a motion to appoint these four representatives to the Open Lands Board. Commissioner Lyons seconded the motion and all voted "aye"

- Ex-officio members must represent the Bitterroot Land Trust and the Ravalli County Extension Office. It was confirmed that Rob Johnson is the recommendation from the Extension Office but a formal recommendation needs to be received by the Bitterroot Land Trust in regard to appointing John Ormiston. Commissioner Thompson made a motion to appoint Rob Johnson as the ex-officio member representing the Extension Office. Commissioner Lyons seconded the motion and all voted "aye".
- Board members to represent the Ravalli County Right to Farm and Ranch as recommended are Mike Pflieger and Jim Ellingson. Commissioner Thompson made a motion to appoint Mike Pflieger and Jim Ellingson to the Open Lands Board. Commissioner Lyons seconded the motion and all voted "aye".
- It was noted there are to be three representatives from county at large. The Commissioners will review the submitted applications for these positions.
- It was also noted two representative from county at large who own or operate county qualified agricultural operations greater than 50% of the owner's or operator's gross income are also needed for this Board. The Commissioners will review the submitted applications for these positions.
- One representative from county at large with a back ground in wildlife biology, ecology, environmental sciences or similar field; Commissioner Thompson motion to appoint John Vore. Commissioner Lyons seconded this motion and all voted "aye".
- One representative for the county at large with a background in hydrology, water resource management, or a similar field; Commissioner Thompson motion to appoint Alan Maki, Commissioner Lyons seconded the motion and all voted "aye".

A citizen from the audience asked what if one of the representatives from weed was unable to attend; could some other weed board member attend in that person's place. Commissioner Chilcott stated he did not want to see 'musical chairs' on this board because there needs to be quite a bit research before any monies are used to purchase the open space. He also noted, these meetings are open and the other board members could participate in those discussions.

(Please note: for minute flow the above and following discussions took place through out the motions to appoint). Discussion included the balance of the applications which included Dennis Moore. Commissioner Thompson stated he has had contact with Dennis Moore in regard to several county issues and finds he does not work well with others.

Therefore he does not want him to serve on this board. Commissioner Chilcott stated Dennis is a Veterinarian and has over 200 plus acres. Discussion included the appointment of John Vore. Commissioner Chilcott stated he feels it would be important to include John as a citizen rather than an employee of Fish and Game. Commissioner Thompson stated John has the knowledge and background for the wildlife biology representative. In regard to Craig Siphers he has a geophysicist business background. Discussion included Daniel Dunagan, Dan Kraft and Paul Madeen as representatives to the agriculture operations. It was agreed to hold personal interviews with Dunagan, Kraft and Madeen. In regard to the At Large positions, the Board discussed Daniel Walker, Paul Wilson, Carlotta Grandstaff, Chris Neher, Richard Ellis and Craig Siphers. It was agreed to interview these people.

In other business the Board met with Road Supervisor David Ohnstad to discuss an amendment to the access encroachment policy and a general update.

In regard to the encroachment policy, David presented a memo which notes the five amendments which includes the performance guarantees, public liability and design element. The current policy has been in effect since January 2006.

Discussion included the proposed amendments as follows:

1. Amendment #1 – The owner shall post a performance guarantee in the amount of \$500.00
2. Amendment #2 – A copy of the approved permit shall be available for on-site review at all times.
3. Amendment #3 – addresses the failure to successfully complete the construction with and final inspection within one year and if not the forfeiture of any cash deposits or performance guarantees could occur.
4. Amendment #4 - addresses the need for the owner to provide proof of public liability insurance at the time of application.
5. Amendment #5 – would change the minimum culvert size from 15 to 12”.

Present at this discussion was Howard Anderson PE and Terry Nelson of Applebury Survey.

There was some discussion of the requirements for the performance guarantee and approach permits. David stated there have been many permits that have not had any final approvals. He stated there is a need to have an incentive from the developers or engineers in order to have this final inspection. David noted not all of the encroachment permits are due to subdivisions.

Howard stated the question he has is the logistics to the process. He asked if they are doing a subdivision and they need a preliminary approach permit, can they add that language into the policy. David stated that is on page 2 of section 2 of the existing policy. Howard stated WGM Engineers have held one of his approach permits for over nine months and the subdivision process takes more than 24-months.

In regard to Amendment #2; Howard stated it will be difficult to have a copy of the approved permit be on site; as in the case of subdivisions, there is nothing physically there, thus it can not be on site. David stated the permit needs to either be posted somewhere or available during the construction by one of the workers. Commissioner Chilcott asked if the language could read 'available during construction' rather than continually on site.

Howard also stated when the permits are written at the road department, the radius from width is different from the ASHTOW Standards which Planning requires. David stated the width and alignment, speed change etc. are taken from ASHTOW. He stated there might be an individual situation from each road that might be beyond this policy. Thus there ought not to be any differences between the two.

Howard also stated he disagreed that the million dollar guarantee is necessary for a family. David stated most people will hire a licensed contractor who has that insurance and as the owner they are responsible for that. Commissioner Chilcott asked if they could add 'or agent'. David stated that is already included in the policy.

Terry asked about Amendment #1 and #2 in that the interpretation might be for the 24-months of the subdivision. He stated another person might interpret it differently than David does. Terry also stated a million dollar insurance policy seems a little high for a \$2,000 driveway. Commissioner Chilcott stated any vendor for the county is required to carry that amount.

Commissioner Chilcott stated in regard to Amendment #2 he would like to add 'during the phase of construction'.

Terry reiterated his concern that this amendment does not address subdivisions. David stated that is addressed on page 2 of section 2 of the policy. Terry asked where it says that it does not apply to those. David stated the policy applies to any permit. The preliminary approach applies to subdivisions.

Terry asked if Amendment #4 requires them to know 1 ½ years ahead who the engineer is going to be? He stated the applicant does not even obtain bids until they receive approval. David stated the requirements come at the time of construction, not at the preliminary time.

Commissioner Thompson made a motion to adopt Resolution No. 2023 which amends the Access Encroachment Policy Resolution No. 1796. Commissioner Lyons seconded the motion and all voted "aye".

In other road issues, David addressed the property near the Stevensville Pit that has become available for purchase again. He has visited with County Attorney George Corn and he will bring this forward after George finishes his review.

David stated they are looking at a bridge across the canal to gain better access to the property at the Stevensville Pit. He stated there could be room for other office space and now is the time to review this possibility.

In regard to the property at Camp Three, it was noted that Barbara Camp has submitted a check for \$1,000 for her intent to purchase this property. David stated the purchaser is looking into the environmental issues of waste being buried by Jay Gasvoda. He hopes to have those concerns resolved and then complete the sale of this property. David also stated the county had some expenses in cleaning up the trailers that Jay Gasvoda left on this parcel of property and asked if the county could place a lien on this property prior to sale.

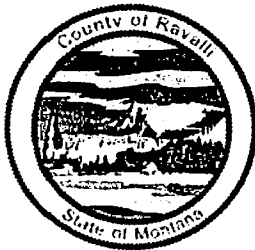
David also brought forth two professional services agreement amendments from WGM and PCI. These amendments are new fee rates and an extension of the contracts of the professional services through December 31, 2007. It was noted PCI's rates are somewhat lower than WGM, but David noted when the review of submittals are done by both engineers, the total amounts seem to be the same. He stated their work is very consistent and the quality of both engineering firms is outstanding. Commissioner Thompson made a motion to approve of the extension of the contracts with WGM and PCI through calendar year 2007 and the new rates for calendar year 2007. Commissioner Lyons seconded the motion and all voted "aye".

Planning Director Karen Hughes re-visited the issue of Streamside Setbacks with the Board due to the meeting she attended after her update this morning. She stated the map will not be available until June 2007. She stated this causes some issues because the map is critical in order to apply the regulations. Karen stated the formulas are included in the proposed ordinance but they would not have the map to show the exact distance. Commissioner Chilcott stated as a matter of public policy, they can not adopt something they can not interpret or the public can not comment on. Karen stated this would be like adopting speed limits for certain classifications of roads but you do not know what your road classification is. Karen stated the intent from the Board of Realtors is to have the Commissioners adopt this proposal without the map. Commissioner Lyons stated if they do not meet the end of the month deadline, then the State may dictate the regulations for those counties that do not adopt their own. Discussion included whether the state can get this done in the upcoming legislative session. Karen noted the legislators are aware that one size (setback distances) does not fit all, but it is an 'unknown' as to whether they will set that law for all counties to follow. Commissioner Thompson stated he could see quite a bit of discord by the public if they just adopted what this group has put forth particularly without a map.

Karen stated Fish and Game Employee Chris Clancey felt the document needed more work, but everyone present agreed that a map is a necessity prior to any adoption, as you need the public process to adopt the policy. She stated the representative for the Board of Realtors, Terry Polumsky wanted the policy adopted by the Commissioners now and then they could put it into effect when the map is presented sometime in June.

Floodplain Administrator Laura Hendrix noted the Bitterroot River and the West and East Forks are not within this proposal, therefore the state would end up deciding the setbacks for those water ways.

It was agreed to set a meeting with the parties involved sometime the week of January 22nd.



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STRATEGIC PLANNING FOR THE RAVALLI COUNTY PLANNING PROGRAM
IDENTIFYING THE RESOURCES NEEDED TO MEET PLANNING GOALS
January 12, 2007

On December 13, 2006, upon recommendations from the Planning Staff and Planning Board, the Board of County Commissioners (BCC) adopted a prioritized list of goals for the Ravalli County land-use planning program as follows:

1. Create a public involvement plan
2. Meet legally-mandated deadlines for development proposal review (i.e., "project review" – processing applications for subdivisions, subdivision exemptions, voluntary zoning districts, and floodplain permits)
3. Implement countywide zoning and associated projects
4. Establish the Open Lands program
5. Update and modernize the Subdivision Regulations

With these goals in mind and considering but not totally limiting the Ravalli County Planning Program to the resources available, Planning Staff developed a two-year timeline and work plan illustrating the projected time span of each project from beginning to end. The timeline includes a month-by-month estimate of how many full-time employees or equivalencies (FTE) would be required to fulfill these goals, as well as maintaining the normal responsibilities and functions of the Planning Department. (See *Proposed Allocation of Planning Department Staff Time, 2007-2008*, attached.)

Not surprisingly, the two most demanding activities on the list were project review and countywide zoning. More detailed descriptions of how these estimates were derived are outlined in the *Countywide Zoning Work Plan and Analysis of Staff Time Needed to Comply with Project Review Deadlines*, attached.

The average staff-time demand estimated for 2007 and 2008 are projected at approximately 10.9 and 10.3 full-time employees, respectively. (These estimates disregard the potential involvement of outside professional consultation in the development of countywide zoning regulations.) As of January 1, 2007, there are currently nine employees on the Planning Department Staff. In order to accomplish the County's planning goals, it will be necessary to overcome this deficit in staff availability.

Expected Results of Proposed Planning Approach

In summary, staff's proposal (illustrated in the attached materials) creates a compromise between the ideal situation (unlimited or a greater amount of resources, which would immediately take existing staff time away from meeting project review deadlines and the countywide zoning effort in order to pursue funding) and the status quo (existing staff and very little additional resources). At a modest cost, this proposal accomplishes the adopted goals over a longer period of time and with less assistance from outside consultation than would be expected in an ideal situation. Under this scenario, the following benefits would be achieved:

- All of the adopted goals would be addressed by the end of 2008;
- Project review deadlines would be met;
- Professional consultation would be available to facilitate a portion of the countywide zoning process;
- Phase I of countywide zoning could be adopted by mid-2008, requiring a modest extension of the deadline imposed by interim zoning;
- Modernized Subdivision Regulations could be adopted by the end of 2008; and
- Additional staff would be available to implement long-range planning and administer programs once established.

Recommended Steps for Achieving Expected Results

In order to fulfill the staff-time demand that would be required in this scenario, the following measures would need to be taken:

1. Hire one additional staff member
2. Acquire external financial assistance, such as grants or donations
3. Hire professional consultation to conduct or at least assist with the geographic information systems (GIS) analysis for Phase I of countywide zoning
4. Hire professional consultation to assist with the public involvement process for the Phase 1 of countywide zoning
5. Adopt the current draft *Countywide Zoning Work Plan*
6. Restructure the project review fee schedule and add zoning administration fees that match the true cost of services provided
7. Free-up existing staff for long-range planning activities by offering overtime
8. Consider contracting a portion of project review out to private consultants
9. Consider having entities that are receiving planning assistance for programs, pay for this service

Additional Funding Required to Support Proposed Planning Approach

One of the difficulties with this scenario is acquiring additional resources necessary to fund it, especially in the middle of the fiscal year. Staff is researching a number of options. The overall additional funding necessary to support the proposed allocation of staff work time in the immediate future, at an absolute minimum, must include resources to pay for the following:

- Approximately \$10,000 this fiscal year and approximately \$45,000 (ongoing annual commitment) for one additional FTE, primarily to cover project review. This cannot be funded by grants or other "soft money".

- Approximately \$20,000 to \$30,000 as a one time payment for consulting services to support the countywide zoning project, about one half would need to be available this fiscal year and one half next fiscal year
- Approximately \$5,000 in overtime (initial allocation) for this fiscal year for existing staff to help cover the current gap in funding for project review, and to a lesser extent other planning projects. (This is the equivalent of 4 planners each working 10 additional hours each week for approximately 5 weeks.)

Potential Resources for Supporting Additional Costs

Staff is in the process of finishing our evaluation of financial resources at this time and will present this information as a supplemental memo. Resources currently under consideration include:

1. Raising administrative fees for subdivision review and establishing fees for zoning
2. Reallocating existing budget resources to help pay for overtime and consulting resources
3. Finding immediately accessible outside funding sources to supplement our existing resources to help pay for Phase 1 of countywide zoning
4. Find other funding sources (things that take longer to secure) to help support more long term planning projects or those projects that can wait for additional funding resources

COUNTYWIDE ZONING WORKPLAN OVERVIEW

Phase 1 – Apply baseline zoning regulations countywide to address density, use, setbacks and heights. Use the subdivision review criteria as part of the basis for data analysis that will be used to apply zoning to the land because it can allow for a more streamlined subdivision review process. (See below for more details.)

Phase 2 - Develop more detailed zoning regulations and/or other planning tools, such as a Transfer of Development Rights (TDR) program, in those areas that are determined to warrant further protection and/or require more detailed development standards. Some of these areas/situations have already been identified and projects may continue at the same time as the Phase 1 effort. Other future projects may arise during Phase 1 community discussions. These can be added to the work plan after Phase 1 is complete. (See page 6 for more details.)

COUNTYWIDE ZONING PHASE 1 - WORKPLAN

APPLY BASELINE ZONING REGULATIONS COUNTYWIDE TO ADDRESS DENSITY, USE, SETBACKS AND HEIGHTS (THE LATTER THREE REQUIRED BY STATE LAW)

Note: Highlighted items indicate public involvement component.

Establish Countywide Zoning Work Plan

Date	Event/Task	Description
Jan. 2007	Presentation of Proposed Work plan	Planning Staff presents proposed plan for countywide zoning to the public, Planning Board and BCC as part of an overall work plan
Jan. 2007	Adopt work plan	Planning Board, BCC and staff discusses, amends, and finalizes work plan outline; after considering public comment

Create Public Involvement Plan

Lead Planner – To be determined

Timeline – January 2007-to April 2007

Additional Resources – Limited use of Professional Facilitator to assist with public involvement plan (staff is researching cost estimates)

(Note: This project will overlap with the actual start of the public process because information gained in the public process can be used to develop the public involvement plan.)

Date	Event/Task	Description
Jan. to Feb 2007	Develop initial ideas for public involvement plan	Planning Board (committee?), Planning Staff and Community Leaders (as they are identified) will work together to identify different ways to disseminate information and obtain feedback on aspects of the countywide zoning project. Evaluate and consider public involvement tools/forums, which may include, but are not limited to: Public forums, surveys, workshops, guest editorials, charettes, focus groups, website updates, blogs/listservs, newsletters, newspaper inserts, newspaper advertisements, school and other community based newsletters, informal networking, use of existing social, political and fraternal organizations

Jan. to May 2007	Identify key Community Leaders and establish Planning Committees for each planning area	For each planning area (school district), have communities identify key community leaders that will assist in the countywide zoning project as representatives, resource people and communicators. Establish Planning Committees for each planning area comprised of willing Community Leaders who will be responsible for assisting in facilitating public meetings, communicating countywide zoning information to people in their area, serve as representatives in smaller group discussions, etc.
Mar. to Apr. 2007	Finalize public involvement plan and revise work plan to reflect public involvement plan	Community Leaders, Planning Committees, Planning Board (committee?) and Planning Department finalizes the outline of the public involvement plan that will include information regarding: tools to be used to disseminate information, key points at which information needs to be disseminated, key points at which feedback needs to be solicited, methods for soliciting feedback at each key milestone and the formal public hearing process. (Use general public outreach plan for guidance.)
Apr. 2007	Revise work plan to reflect public involvement plan	Once the public involvement plan is reviewed and adopted in public meetings by the BCC, the overall work plan will be revised to reflect this change

Create Zoning Resolution/Regulations

Develop baseline zoning regulations for density, use, setbacks and heights (the latter three are required under state law)

Lead Planner – Karen Hughes

Timeline – Fall 2006 to May 2007

Additional Resources – Limited use of Professional Facilitator to assist with public process/meetings (staff is researching cost estimates)

Date	Event/Task	Description
Fall to Dec. 2006	Develop preliminary draft resolution/regulations	Land Use Subcommittee of Planning Board works on initial review
Jan. 2007	Finish preliminary revisions to first draft	Planning Staff and Land Use Subcommittee finish revisions and Planning staff presents second draft that highlights sections to consider amending in a streamlined version
Feb. to Mar. 2007	Review second draft zoning resolution/regulations and the Growth Policy	Planning Staff and Land Use Subcommittee streamline the regulations to focus on density, use, setbacks and height and review revised regulations in context of the Growth Policy. If needed identify potential necessary revisions to the Growth Policy

Jan. to May 2007	Identify key Community Leaders and establish Planning Committees for each planning area	For each planning area (school district), have communities identify key community leaders that will assist in the countywide zoning project as representatives, resource people and communicators. Establish Planning Committees for each planning area comprised of willing Community Leaders who will be responsible for assisting in facilitating public meetings, communicating countywide zoning information to people in their area, serve as representatives in smaller group discussions, etc.
Feb. to April 2007	Hold a series of public meetings (to be coordinated with the public meetings about land capability/suitability analysis)	Planning Staff and Land Use Subcommittee hold a series of public meetings throughout the valley to talk in general about zoning, the interim zoning, the plan for development of permanent zoning and request feedback specifically about what zoning should and should not do. As the basis for these meetings, utilize the growth policy and growth policy tools document for a starting point.
April to May 2007	Create public review draft zoning resolution/regulations and necessary revisions to the Growth Policy	Planning Staff and Land Use Subcommittee review and revise the framework document based on public input
TBD	Revise public review draft	Once document is utilized to create the zoning map, additional revisions may be required.

Develop Land Capability and Suitability Analysis

Work with interested agencies and the public to create an analysis using GIS (Geographic Information Systems) showing the relative suitability of land for development based on data that includes information related to the subdivision review criteria such as agriculture, natural environment, local services and public health and safety, and any other criteria deemed important by the public.

Lead Planner – Renee Van Hoven

Timeline – February to August 2007

Additional Resources Needed – GIS consultant (Minimum estimated cost - \$10,000)

Date	Event/Task	Description
Feb. to Apr. 2007	Start research and data collection process, and develop detailed plans for the land capability and suitability analysis	Planning Staff and Planning Board committee (?) identify preliminary research needs. Staff collects needed geographic, demographic data and presents information to committee. Work with agencies to ensure accuracy of data and that it adequately represents the natural and physical environment. Planning Staff (and GIS consultant) finalize plans for the GIS model.
Mar. to May 2007	Hold a series of public meetings (to be coordinated with the public meetings about zoning)	Planning Staff and Planning Board committee (?) to present collected data to the public and request feedback about how to assess resources to be preserved and criteria that should be utilized to identify areas where different types of development are suitable.

Apr.- June 2007	Create draft land capability and suitability analysis	Planning Staff and consultant (?) create a GIS model that analyzes relative suitability of land for development.
June to July, 2007	Present land capability and suitability analysis for quality control	Planning Staff presents the analysis and requests feedback from the planning committees in each community – is the analysis generally accurate in identifying areas suitable and not so suitable for development?
July to Aug. 2007	Modify land capability and suitability analysis	Based on public comment, make modifications to the land capability and suitability analysis

Create the Zoning Map

Apply the zoning regulations to the land capability and suitability analysis – designate zoning districts throughout the County

Lead Planner – Karen Hughes

Timeline – June to December 2007

Additional Resources – Professional Facilitator (staff is researching cost estimates)

(Note: Under this scenario we would actually start refining the public involvement in developing the zoning map before the land capability/suitability study is complete, but we would have a draft to work with.)

Date	Event/Task	Description
June to July 2007	Operate trial project(s) to create zoning map	Planning Staff, Planning Board and representatives from Planning Committees (with assistance of Professional Facilitator?) test methods for applying regulatory framework to the land and how to implement countywide
Aug. to Sept. 2007*	Develop zoning map in one area of the County	Planning Staff, Planning Board and Planning Committees (Professional Facilitator?) facilitate applying the regulatory framework to the land capability and suitability analysis to create a zoning map for one planning area. – Evaluate process and amend as necessary
Sept. to Nov. 2007*	Develop zoning maps in each planning area - countywide	Planning Staff, Planning Board and Community Leaders (Professional Facilitator?) facilitate applying the zoning resolution/regulations to the land capability and suitability analysis to create a zoning map for each planning area. (Note revisions to regulations may also be warranted at this time.)
Oct. to Nov. 2007	Reconsider Interim Zoning	BCC to hold public hearing(s) and consider whether or not to extend the Interim zoning by adoption of a resolution
Oct. to Dec. 2007	Complete the public review draft zoning map	As zoning maps are prepared by staff, review and revise with the public in each planning area.

*Note: This part of the timeline may be adjusted depending on agricultural/forestry work timelines and how they affect community involvement from those people involved in agricultural/forestry work.

Adopt the Countywide Zoning Resolution/Regulations and Zoning Map

Formal and Legally Mandated Public Review Process

Lead Planners – Renee Van Hoven and Karen Hughes

Timeline – January to June 2008

Additional Resources – Professional Facilitator (staff is researching cost estimates)

Date	Event/Task	Description
Jan. to Feb. 2008	Publish draft zoning regulations/resolution and zoning map and any Growth Policy amendments	Planning Staff, Planning Board and Planning Committees to review all documents and ensure consistency then publish documents for public review
Feb. to Apr. 2008	Convene public hearings	Planning Board and BCC to hold legally advertised and mandated public hearings, either separately or jointly.
May 2008	Complete Revisions	Planning Staff, Planning Board and Planning Committees to consider revisions based on public testimony and direction from the Planning Board and BCC.
June 2008	Convene subsequent Planning Board public hearing	Planning Board to make a written recommendation to the BCC.
June 2008	Convene subsequent BCC public hearing	BCC to adopt any necessary amendments to the Growth Policy and the countywide zoning resolution/regulations and map.

COUNTYWIDE ZONING PHASE 2 - WORKPLAN

DEVELOP MORE DETAILED ZONING REGULATIONS IN THOSE AREAS THAT ARE DETERMINED TO WARRANT FURTHER PROTECTION AND/OR REQUIRE MORE DETAILED DEVELOPMENT STANDARDS

Some of these areas/situations have already been identified and projects may continue at the same time as the Phase 1 effort. Other future projects may arise during Phase 1 community discussions. These can be added to the work plan after Phase 1 is complete.

CURRENT EXAMPLES:

1. US HIGHWAY 93 CORRIDOR ZONING – Track UM Land Use Clinic project, which will continue concurrently with Phase 1 through the end of spring. Staff recommends the land use and density work be dealt with through the Phase 1 project.
2. WATERCOURSE SETBACKS – Several efforts are underway in the county – staff will track and work with these groups and make recommendations to the Planning Board and Commissioners as needed. We anticipate this work will occur concurrently with Phase 1 this winter and early spring
3. OLD CORVALLIS ROAD AREA 3 PLAN – Funds have been allocated to implement the Neighborhood Plan. The County is currently evaluating whether to continue with establishing permanent zoning at this time. Staff recommends the baseline zoning be addressed as part of the Phase 1 project and any additional standards/regulations are to be developed as part of a subsequent Phase 2 project.
4. CORVALLIS NEIGHBORHOOD PLAN AND ZONING – This project will follow the Phase 1 project and if additional neighborhood planning and/or development regulations are desired, follow-up work will be completed in Phase 2.

ACTIVITY (Note: bold capital X's highlight public involvement components of project)	Timeline											
	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-07	Aug-07	Sep-07
Establish Countywide Zoning Workplan												
Presentation of proposed work plan												
Planning Bd, BCC & Planning Dept convene public meeting to evaluate and adopt work plan												
Create Public Involvement Plan												
Develop initial ideas for public involvement plan												
Identify key Community Leaders and establish Planning Committees for each planning area												
Hold initial series of meetings (see zoning resolution/regulations section and land capability and suitability analysis sections below)												
Finalize public involvement plan												
Revise work plan to reflect public involvement plan												
Create Zoning Resolution/Regulations												
Develop preliminary draft resolution/regulations												
Finish preliminary revisions to 1st draft												
Review 2nd draft zoning resolution/regulations (streamlined version) & relevant provisions of the Growth Policy												
Hold public meetings regarding zoning in general, interim zoning, the plan for developing permanent zoning and ask for feedback on those topics and in particular what zoning should/should not do (linked to initial meetings in land capability and suitability analysis section)												
Create public review draft zoning resolution/regulations and necessary revisions to the Growth Policy												
Revise public review draft (may be necessary later in the process)												
Develop Land Capability and Suitability Analysis												
Start research and data collection process												
Hold public meetings about data collection, request feedback including how to assess resources and evaluate areas suitable for development (linked to initial meetings in zoning resolution/regulations section above)												
Create draft land capability and suitability analysis												

ACTIVITY (Note: bold capital X's highlight public involvement components of project)	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08
Develop plan/d capability and suitability Analysis: cont'd																					
Present draft land capability and suitability analysis to Planning Board and Planning Committees and evaluate for quality control								X	X												
Modify land capability and suitability analysis									X	X											
Create the Zoning Map																					
Operate that project(s) with Planning Dept, Planning Bd and Planning Committees to create zoning map								X	X												
Develop zoning map with public in one area of the County										X											
Develop zoning maps with public in each planning area - countywide											X										
Reconsider interim zoning												X									
Complete the public review draft zoning map through review by public in each planning area												X	X	X							
Adopt Countywide Zoning Resolution/Regulations and Zoning Map																					
Publish draft zoning resolution/regulators and zoning map																X	X				
Convene public hearings																	X	X	X		
Complete revisions																		X		X	
Convene subsequent public hearings																					X

**PRELIMINARY FINANCIAL PROPOSAL FOR OVERALL WORK PLAN
JANUARY 24, 2007**

The proposed revisions to the planning program work plan require additional funding resources to pay for additional staff time, consulting services and additional costs not anticipated in the Planning Department's FY 2007 budget. The following two sections are the result of a preliminary analysis that break down the additional funding needs into FY 2007 and FY 2008 and beyond. These sections are then followed by narrative describing how additional funds may be secured. Shaded sections indicate that we are still working on refining our numbers. One of the major items not shaded is the cost of acquiring consulting services. We are fairly certain of the GIS resources needed, but we are still working out the costs of professional facilitation services.

FISCAL YEAR 2007 ADDITIONAL FUNDING NEEDS & RESOURCES

Item	Amount Needed	Potential Resource	Potential Amount
Salaries, Wages & Emp. Contribution for 1.0 FTE Planner I for 3 mos. (\$45,000-50,000/yr)	\$12,500	Raise administrative fees	TBD
Estimated consulting fees (GIS and partial facilitator)	\$15,000	Consultants (line 354), salaries & wages temp (line 112), purchased services (line 356)	\$14,270
Staff overtime	\$5,000 - \$10,000	Salaries & Wages +Emp contrib. (Lines 110 + 140)	\$11,400
Other associated costs (computer for new FTE, new phone, new work station, software, add'l mileage for staff and PB, public meeting costs, mapping supplies, etc.)	\$5,000	Potential savings out of various budget lines	\$1,500
Total	\$37,500-\$42,500		\$27,190

Deficit for FY 2007 = Approximately \$10,000 to \$15,310

Other FY 2007 Budget-Related Notes:

- Staff has recommended reallocating the purchased services funding from implementation of the OCR 3 plan to the countywide zoning project.
- A successful CDBG Planning Grant could be used match to our funds for the countywide zoning project costs, but the funds would not be available until July at the earliest. Other than donations, the only other "quick" money we know of is our reserve fund – appx. \$14,500. This money is intended to primarily fund capital-related expenses and should be utilized as a last resort.

- Staff is recommending allocating approximately \$5,000 in overtime (initial allocation) with maybe up to \$10,000 available this fiscal year for existing staff to help cover the current gap in funding for project review (projects in the works with fees paid under the old fee schedule), and to a lesser extent other planning projects. (The \$5,000 allocation is the equivalent of 4 planners each working 10 additional hours each week for approximately 5 weeks.)
- Motor pool/fuel related costs are likely to be higher than anticipated because of the billing cycles and cost of services (we just received July 17th billing that appeared to cover FY 06 costs).
- Planning Board mileage is higher than anticipated due to the number of board members claiming mileage for committee work related to countywide zoning and additional meetings for subdivision review and regulatory revisions.
- We are continuing for the second year to pay overtime for a portion subdivision exemption review. This is an ongoing cost and should not be covered by overtime. We do not have an immediate solution, but we will be working with the Clerk and Recorder's Office for the remainder of this fiscal year and into next fiscal year to train employees to complete the necessary research and gradually reduce the need for overtime.
- We are running out of space to house employees within our office.

FISCAL YEAR 2008 AND BEYOND ADDITIONAL FUNDING NEEDS & RESOURCES

Item	Amount Needed	Potential Resource	Potential Amount
Salaries, Wages & Emp. Contribution for 1.0 FTE Planner I	\$50,000	Raise administrative fees	\$50,000
Estimated consulting fees (GIS and partial facilitator)	\$15,000	Budget request and/or potential CDBG Planning Grant (\$15,000 max with 50% match)	\$15,000
Staff overtime for extensive meetings to create zoning map	\$5,000	Budget request and/or potential CDBG Planning Grant (\$15,000 max with 50% match)	\$5,000
Other associated costs (add'l mileage for staff and PB, public meeting costs, mapping supplies, printing, etc.)	\$3,000	Budget request and/or potential CDBG Planning Grant (\$15,000 max with 50% match)	\$3,000
Total	\$73,000		\$73,000

Other FY 2008 Budget-Related Notes:

- Approximately \$50,000 for the new Planner I would be an ongoing budget expense and the remaining \$23,000 are one time costs.
- We may be able to cover \$15,000 of the "one time" costs through a CDBG planning grant, which leaves approximately \$58,000 to fund for FY 2008. Staff is still researching this option to see if CDBG will fund a portion of a project that is already underway.

- It will take some re-evaluation and readjustment of the new fee schedule to get it to the point that we are covering the costs of subdivision review and therefore, the new FTE.

FURTHER DESCRIPTION OF POTENTIAL FUNDING RESOURCES

REALLOCATE EXISTING BUDGET RESOURCES - This funding would help pay for staff overtime for project review and high priority planning projects as well as help pay for consulting resources.

Snapshot of Potential Funding Sources within our Budget

Line	Object	Amount available	Notes
110	Salaries & wages	\$8,357	Savings between year to date committed (47%) and % of year (50%) = 3% of \$278,573 -use with caution to prevent deficit
112	Salaries & wages temp	\$2,770	Originally allocated for student assistant
140	Employer contribution	\$3,063	Savings between year to date committed and % of year-use with caution to prevent deficit
354	Consultants	\$1,500	
356	Purchased services	\$10,000	Originally allocated for OCR 3 implementation
	Total Additional Resources	\$25,690	

Lines 110 & 140 - There is not a lot of slack here and to prevent overspending of these lines, we recommend using a portion to pay for overtime for willing planners.

Lines 112, 354 and 356 – These lines could be shifted to help pay for consulting resources needed to complete the Countywide Zoning Project (primarily).

Capital Reserve Fund - \$14,578. We are hesitant to spend our relatively limited “savings”, but in the event that we cannot find some sort of match to pay for consulting resources for the Countywide Zoning Project, we may need to utilize a portion or all of our reserve funds.

RAISE ADMINISTRATIVE FEES FOR PROJECT REVIEW – This funding would primarily support hiring the staff needed for subdivision/project review.

SUBDIVISION ADMINISTRATION

Subdivision and subdivision exemption revenue is 43% of budget, which equates to 3.9 FTE, but according to our time analysis, the actual time spent on subdivision review (under old regulations) is approximately 4.7 FTE – **A difference of approximately one (1) FTE.**

The key differences between old and new regulations that relate to fees are that there is only one meeting/hearing, which will provide some relatively marginal time savings for both planning and administrative staff including removal of one shorter meeting and related minutes preparation and removal of preparation of one short update to staff report per subdivision.

To account for the deficit between the fees and the needed staffing, we need to do two things: (1) continue to review our processes to find opportunities for streamlining without reducing the quality of review and (2) **change our fees to reflect the true cost of services – we have developed a draft proposal that we are finalizing and proposing to forward for your consideration in the near future.**

Other options such as using consultants to review a portion of the project workload are under consideration.

ZONING ADMINISTRATION

In addition to subdivision review fees, we are now developing a fee schedule for zoning related project review. Initially this will cover interim-zoning related costs such as variances. Ultimately, with countywide zoning in place we will need to have fee schedules in place to support zoning administration and enforcement. This may happen sooner rather than later if the Commissioners decide to move forward with items such as a stream setback resolution

OTHER FUNDING SOURCES TO PURSUE

- both ongoing and one time options

Grant funding for the Countywide Zoning Project – Phase I - The best use of additional resources within our budget would be to use them to leverage additional funding resources, for example through a Community Development Block Grant – Planning Grant. (The timeline for CDBG planning grants is not optimal, but it could help later in the project if we are successful in our grant application. We apply in April and funding typically occurs around July.) Given the tight timeline, we need to consider other options such as obtaining donations through private sources and other grant opportunities. The general difficulty with this option is the need to press ahead with the Countywide zoning project in spite of the sometimes lengthy timelines involved in grant review.

Grant funding for other projects - Over the next few years, we may be able to secure additional grant resources to help support specific planning projects on our priority list, such as other phases of countywide zoning, modernization of the subdivision regulations, development of the open lands program, transportation planning, capital improvements planning, etc. The drawback of using soft money is that it is limited to pay for one-time costs, the timelines for application and disbursement of funds often do not match well with an established work program, and our department has limited additional resources available to “spend” on researching resources and developing and shopping applications to various potential funding sources.

Planning Levy and Donations- Given the citizen vote on the interim zoning, this county may want to consider forwarding a levy to the voters, which could provide for long term funding of the planning program. Donations are another potential one-time supplemental resource that have been suggested by interested members of the public.

Other –

- A few of our legislators have specifically expressed support for a one time allocation from the budget surplus to counties, with enhancement for fast growing counties, to help support planning efforts. Rep. Gary Maclaren indicated to staff that he has introduced a bill in the House, but he seemed skeptical that it would make it through the Legislature.
- Senate Bill 201 encourages enhanced planning programs and it provides for communities to adopt additional fees to be collected during subdivision review to help pay for proactive planning. There are some issues with this bill, but this type of funding option has not often been forthcoming with planning-related legislation.
- The Department of Commerce is proposing to re-create a community technical assistance program for local government planning programs. Depending on the outcome and how such a program is set up, this could provide for some cost-savings to local planning programs for items such as legal assistance, model planning tools/documents, etc.

RAVALLI COUNTY PLANNING DEPARTMENT FEE SCHEDULE

Item	Existing September 25, 2006	Proposed January 10, 2007	Rationale
Publications			
Floodplain & Subdivision Regulations	\$10.25/each	No change	
Park Plan & Growth Policy	No Charge	No change	
Publication Mailing Fee	\$3.00/each	No change	
Subdivisions			
Pre-Application Review	\$250	\$200	5 Staff Review Hours * \$22/hr = \$110 for staff time + Office Supplies (\$15) + LIS licenses (\$75) = \$200
Major and Subsequent Minor			
Preliminary Plat Review (6-100 Lots)	\$900 & \$50/lot	\$1,200 & \$100/lot	150 average Staff Review Hours * \$22/hour = \$3,300 + legal ad (\$76.50) + certified mailings (15 * \$5 = \$75) + mailings to Board and agencies (\$30) + Site visit Mileage (\$12.50) + Office Supplies (\$25) = \$3,544 10 lots * \$100 + \$1,200 = \$2,200 21 lots * \$100 + \$1,200 = \$3,300 (Average subdivision) 50 lots * \$100 + \$1,200 = \$6,200 75 lots * \$100 + \$1,200 = \$8,700
Additional Per-Lot Fee Over 100 lots		Above + \$50/lot	1202 estimated Aspen Springs Staff Review Hours * \$22/hour = \$26,444 + one legal ad, certified mailings, agency mailings (\$200) + mileage (\$37.50) + Office supplies (\$100) + venue rentals (\$100*5 = \$500) + Planning Board mileage (\$500) = \$27,781.50 Aspen Springs paid \$900 + (\$50*671) = \$34,450 Aspen Springs would now pay \$1200 + (\$100*100) + (\$50*571) = \$39,750

Public Hearing fees include legal ads (currently \$76.50), certified mailings (15 adjoiners * \$5 per article = \$75), mail to various Boards (\$15-20), Staff time (10-15 hours * \$22/hour = \$220-300) = low end \$391.50, high end \$471.50

Final Plat Review	\$375 & \$5/lot	No change	15 Staff Review Hours * \$22/hr = \$317 + car (\$12.50) + office supplies (\$25) = \$345.50
<i>Minor</i>			
Preliminary Plat Review	\$900	\$1,200	Raised to meet major sub base fee - reevaluate in 6 mos.
Final Plat Review	\$200 & \$5/lot	\$250 & \$5/lot	5-11 Staff Review Hours * \$22/hr = \$110-245 + car (\$12.50) + office supplies (\$25) = \$147.50 to \$282.50
<i>Subsequent Minor</i>		REMOVE	Included in Major Fees
Preliminary Plat Review	\$900 & \$50/lot	REMOVE	Included in Major Fees
Final Plat Review	\$375 & \$5/lot	REMOVE	Included in Major Fees
<i>Expedited Minor</i>			
Preliminary Plat Review	\$200	REMOVE	Not in new regulations
Final Plat Review	\$150	No change	Keep until all exp. Minor final plats are submitted
<i>Mobile Homes, RVs, and Condos</i>			
1 to 5 units	\$450 & \$50/unit	\$900	Don't know what Karen wants here
6 or more units	\$900 & \$50/unit	\$1,200 & \$100/lot	Don't know what Karen wants here
Final Plan Review	\$150 & \$5/unit	No change	Don't know what Karen wants here
Subdivision for Lease or Rent	See major/minor fees	No change	
Subdivision Variance	\$400	\$450	Public hearing fee*
Major Deviation	Same as Preliminary Plat Review Fees	REMOVE	Not in new regulations
Minor Deviation	\$50	REMOVE	Not in new regulations
Filed Plat Amendments - Errors & Corrections		\$75	Includes about 3 staff hours to process
Filed Plat Amendments - Material Modifications		\$450	Public hearing fee*
Extension of Subdivision Review Period	\$200	No change	
Extension to Approved Preliminary Plat Decision	\$200	No change	
Second and Each Subsequent Public Hearing	\$450	No change	Should it include meetings as well?
Legal Ad for Each Subsequent Hearing/Meeting	Actual Cost	REMOVE	Included in fee above
Subdivision Exemption Application	\$200	No change	
Wastewater Treatment Exception (Multi-Septics)	\$200	No change	
Zoning			
Interim Zoning Development Permit	\$1,000	REMOVE?	Interim zoning voted down in election
Interim Zoning Variance	\$1,000	REMOVE?	Interim zoning voted down in election
Interim Zoning Appeal	\$250	REMOVE?	Interim zoning voted down in election

Public Hearing fees include legal ads (currently \$76.50), certified mailings (15 adjoiners * \$5 per article = \$75), mail to various Boards (\$15-20), Staff time (10-15 hours * \$22/hour = \$220-300) = low end \$391.50, high end \$471.50

Interim Zoning Extension	\$200	REMOVE?	Interim zoning voted down in election
Interim Zoning Variance (Rezoning Request)		\$450	Public hearing fee*
Citizen Initiated Zoning Request	\$350	\$450	Public hearing fee* Is there a state law cap on this one?
Citized Initiated Zoning Legal Ads	Actual Cost	REMOVE	Included in fee above Is there a state law requirement on this?
Floodplains			
Office Determination	\$50	No change	
Field Determination	\$100	No change	
Floodplain Permit (Any project)	\$500	No change	
Extension to Approved Floodplain Permit	\$50	No change	
"After-the-fact" Floodplain Permit	\$1,000	No change	
Map Revision Application (LOMA, LOMR, LOMC, etc.)	\$100	No change	
Floodplain Variance	\$500	No change	
Floodplain Waiver (Subdivision Regulations)	\$200	No change	
Floodplain Analysis (Subdivision Regulations)	\$200	No change	
Other			
Copies	\$.50 1st page/ \$.25 add'l	No change	
Color Copies	\$1.00/copy	No change	
Subdivision Application Map & Inventory List	\$35	No change	
CD		\$5	Making current fee official

Public Hearing fees include legal ads (currently \$76.50), certified mailings (15 adjoiners * \$5 per article = \$75), mail to various Boards (\$15-20), Staff time (10-15 hours * \$22/hour = \$220-300) = low end \$391.50, high end \$471.50

**Ravalli County Planning Department
Proposed Allocation of Planning Department Staff Time, 2007-2008**

	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08
1. Public Outreach Plan	0.25																							
2. Project Review	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25
3a. Countywide Zoning Phase 1	0.85	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35
- Create Public Outreach Plan																								
- Create Zoning Regulations																								
- Land Capability/Reliability Analysis																								
- Create Zoning Map																								
- Formal Adoption Process																								
3b. Countywide Zoning Phase 2	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85
- Streetside Setbacks																								
- Highway 83 Corridor																								
- OCR-3																								
4. Open Lands Bond	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
5. Modernize Subdivision Regs																								
Other																								
- Update Floodplain Regulations																								
- Zoning Administration	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
- Parks Planning	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
- Floodplain Administration	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
- Customer Service	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
- General Admin and Miscellaneous	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15
TOTAL DEMAND BY MONTH	10.7	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2
Average Demand in 2007: 11.2																								
Average Demand in 2008: 10.3																								

The estimated staff-time demand for each project is expressed in the number of full-time employees that would be required each month to maintain progress on the project and meet legal deadlines, based on the January 12, 2007, staff report. This timeline was last updated on January 23, 2007.

Projects shown in bold are the County's top planning priorities, as adopted December 13, 2006. Other activities are included to account for the total staff-time demand for maintaining the normal operations of the Planning Department.

Countywide Zoning Phase 1 and Phase 2 represent the total time commitment for the subordinate zoning projects.